

# EXHIBIT M

## TT&amp;M UPGRADE REQUEST FORM

Name:	Gary Adams	Employee #:	372052 ✓
Location:	Speedway <i>Gayville</i>	Status (Reg/Cas):	reg
<b>CURRENT DATA</b>		<b>RECOMMENDATION</b>	
Current Occupation:	Deckhand #3	New Occupation:	deckhand 2 ✓
Current Grade/Rate:	\$24,960.00 ✓	New Grade/Rate:	\$30,780.00 ✓
Last Increase Date	05/14/07	New Increase Date*	See Below <i>8/27/07</i>
<i>Shaded area to be completed by HR:</i>			
<i>* Note Upgrade Effective Date will be the beginning of the pay period following final approval by appropriate Manager. If a date further into the future is preferred, note appropriately on a hard copy or include in the approval email. Employee notification should be made following receipt of approved form sent to HR Data for processing.</i>			
SAP Position #	<i>50354645</i>	New Job #	<i>21002105</i>
<b>COMPLETE FOR ALL OCCUPATIONS:</b>			
List all preventable incidents in which employee has been involved since hire date or last three years (whichever is shorter):		none	
Attendance Record	Current Year:	very good	Previous Year: na
<b>COMPLETE FOR TERMINAL &amp; MARINE PERSONNEL:</b>		YES	NO
Has employee met all minimum standards established for next level?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>COMPLETE FOR TRANSPORT OPERATIONS PERSONNEL</b>			
Has employee met all minimum standards established for next level?		<input type="checkbox"/>	<input type="checkbox"/>
* i.e., Drivers – 12 months since preventable incident per Driver Pay Plan			
BMV Driving Incidents (i.e., speeding, moving violations, etc.)		** <input type="checkbox"/>	** <input type="checkbox"/>
** If "Yes" is checked, list below.			
Supervisor's Comments on Overall Work Performance:			
Gary is doing a very good job and has the skills to advance to this level Capt. Steve Kimberlain Larry Madden 08-10-07			

\* (Print off or email for approvals, when the section above is completed).

Supervisor Signature \_\_\_\_\_ Date Prepared \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date Prepared \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_



## POSITION / PAY CHANGE

✓ mwp

Purpose of this form: To capture position and pay change data.

Instructions: Select applicable changes and complete the related detail information. Route for approvals as needed using the Microsoft Word menu path File\Send To\Mail Recipient (as attachment). In the 'To' field enter the first approver name. Use the text field to instruct approvers of additional approvals required. Forms submitted by HR are considered to be approved. Forward the final approved forms per table below by organization.

Organization	Submit to	Alternative	Questions?
MPC/MOC	Forward to <i>HR Data Help</i> using the Microsoft Word menu path File\Send To\Mail Recipient (as attachment).	Mail signed form to the HR Service Center, Room 3212 Findlay.	Contact the HR Service Center at (888) 421-2199.
Personnel # <u>372052</u>	First Name: <u>GARY</u> MI: _____ Last Name: <u>ADAMS</u>		
<input type="checkbox"/> Check box if employee needs to retain current SAP security (roles other than LCSS)			
Date current SAP access should be removed: <u>  /  /  </u>			
Effective Date: <u>08/27/2007</u>	Select a reason: <u>Reclassification</u>		Temp Asgmt End Date: <u>  /  /  </u>
Position #: <u>50354645</u>	Position Title: <u>DECKHAND #2</u>		Chief Position: <u>No</u>
Job Key: <u>21002105</u>	Drug Reg Code: <u>E - TOWBOATS</u>		
Grade: <u>2</u>	TIO/PIO: <input type="checkbox"/>	Base Pay: <u>\$30,780/yr</u>	% increase: <u>      </u>
Org Unit #: <u>No Chg</u>		Org Title: <u>Mar Oper - Garyville Fleet</u>	Work Sched: <u>Boat Fleet</u>
Pers Area: <u>NCHG</u>	Pers Subarea: <u>1200</u>	Location: <u>Garyville, LA</u>	
Empl Group: <u>Regular</u>		Empl Sub Group: <u>Salary Exempt FT</u>	Pers Admin: <u>T8</u>

Comments: Reclass from Deckhand #3 to Deckhand #2

Prepared by: <u>Kathy Weaver</u>	Date: <u>08/27/2007</u>
Manager Review (Optional): <u>PER UPGRADE REQUEST FORM</u>	Date: <u>  /  /  </u>
Additional Review (Optional): _____	Date: <u>  /  /  </u>
Additional Review (Optional): _____	Date: <u>  /  /  </u>
Additional Review (Optional): _____	Date: <u>  /  /  </u>
HR Review: <u>Ron Barnette (See Attached)</u>	Date: <u>  /  /  </u>



## TT&amp;M UPGRADE REQUEST FORM

Name:	Gary Adams	Employee #:	372052
Location:	Speedway	Status (Reg/Cas):	reg
<b>CURRENT DATA</b>		<b>RECOMMENDATION</b>	
Current Occupation:	Deckhand 2	New Occupation:	engineering deckhand 2
Current Grade/Rate:	\$30,780.00	New Grade/Rate:	\$32,100.00
Last Increase Date	08/27/07	New Increase Date*	See Below
<i>Shaded area to be completed by HR:</i>			
<p>* Note Upgrade Effective Date will be the beginning of the pay period following <u>final</u> approval by appropriate Manager. If a date <u>further into the future</u> is preferred, note appropriately on a hard copy or include in the approval email. Employee notification should be made following receipt of approved form sent to HR Data for processing.</p>			
SAP Position #	50354645	New Job #	21602108
<b>COMPLETE FOR ALL OCCUPATIONS:</b>			
List all preventable incidents in which employee has been involved since hire date or last three years (whichever is shorter):		none	
Attendance Record	Current Year:	very good	Previous Year: very good
<b>COMPLETE FOR TERMINAL &amp; MARINE PERSONNEL:</b>		YES	NO
Has employee met all minimum standards established for next level?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>COMPLETE FOR TRANSPORT OPERATIONS PERSONNEL</b>			
Has employee met all minimum standards established for next level?		<input type="checkbox"/>	<input type="checkbox"/>
* i.e., Drivers – 12 months since preventable incident per Driver Pay Plan			
BMV Driving Incidents (i.e., speeding, moving violations, etc.)		** <input type="checkbox"/>	** <input type="checkbox"/>
** If "Yes" is checked, list below.			
Supervisor's Comments on Overall Work Performance:			
<p>Gary has been with us for a short time but has excelled in knowledge and ambition to move forward in the company . He has accepted the role of engineering deck hand and is increasing his knowledge and experience daily. He has the skills to advance to this level Steve Kimberlain 12-04-07</p>			

\* (Print off or email for approvals, when the section above is completed).

Supervisor Signature \_\_\_\_\_ Date Prepared \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date Prepared \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_



## TT&amp;M UPGRADE REQUEST FORM

Name:	Gary Adams <i>A296</i>		Employee #:	372052	
Location:	Speedway <i>50314478</i>		Status (Reg/Cas):	reg	
<b>CURRENT DATA</b>			<b>RECOMMENDATION</b>		
Current Occupation:	engineering deckhand 2 ✓		New Occupation:	mate 3 ✓	
Current Grade/Rate:	\$33,290.00 ✓		New Grade/Rate:	\$37,210.00 ✓	
Last Increase Date	01/28/08		New Increase Date*	See Below	
Shaded area to be completed by HR:					
<i>* Note Upgrade Effective Date will be the beginning of the pay period following final approval by appropriate Manager. If a date further into the future is preferred, note appropriately on a hard copy or include in the approval email. Employee notification should be made following receipt of approved form sent to HR Data for processing.</i>					
SAP Position #	5035 4645		New Job #	21002158	
<b>COMPLETE FOR ALL OCCUPATIONS:</b>					
List all preventable incidents in which employee has been involved since hire date or last three years (whichever is shorter):			none		
Attendance Record	Current Year:	good	Previous Year:	good	
<b>COMPLETE FOR TERMINAL &amp; MARINE PERSONNEL:</b>			YES	NO	
Has employee met all minimum standards established for next level?			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>COMPLETE FOR TRANSPORT OPERATIONS PERSONNEL</b>					
Has employee met all minimum standards established for next level?			<input type="checkbox"/>	<input type="checkbox"/>	
* i.e., Drivers – 12 months since preventable incident per Driver Pay Plan					
BMV Driving Incidents (i.e., speeding, moving violations, etc.)			** <input type="checkbox"/>	** <input type="checkbox"/>	
** If "Yes" is checked, list below.					
Supervisor's Comments on Overall Work Performance:					
<p>I would like to recommend Gary Adams, 372052, to the position of third mate. Gary has been working on my crew as striker for nine months. He has been with Marathon since April 15, 2007. Gary has done a fine job in learning and honing his decking skills. Gary loves this work and will be on the river the rest of his life.</p> <p>Gary is in the process of getting his Tankerman license and meets all the qualifications to be promoted to third mate. Gary gets along good with everyone except the and I have never had any problem out of Gary. Gary is always willing to help anyone at anytime, whether he is on or off watch. It is a pleasure having Gary Adams onboard. Gary practices safety at all times and does a good job looking out for others. He is dependable, polite, and eager to learn. His decking skills are good and Gary gives it his all. Gary is honest, trusting, and dedicated to doing a good job. Gary has the skills and competencies required for a third mate position.</p> <p>Thank you, Captain Stephen C. Kimberlain</p>					

\* (Print off or email for approvals, when the section above is completed).

Supervisor Signature

Date Prepared

Manager Signature

Date

Human Resources Signature

Date Prepared

Manager Signature

Date



## POSITION / PAY CHANGE

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Organization	Submit to	Alternative	Questions?
MPC/MOC	Forward to <i>HR Data Help</i> using the Microsoft Word menu path File\Send To\Mail Recipient (as attachment).	Mail signed form to the HR Service Center, Room 3212 Findlay.	Contact the HR Service Center at (888) 421-2199.
Personnel # <u>372052</u>	First Name: <u>Gary</u> MI: _____ Last Name: <u>Adams</u>		
<input type="checkbox"/> Check box if employee needs to retain current SAP security (roles other than LCSS)			
Date current SAP access should be removed: <u>  /  /  </u>			
Effective Date: <u>10/06/2008</u>	Select a reason: <u>Reclassification</u>		Temp Asgmt End Date: <u>  /  /  </u>
Position #: <u>50354645</u>	Position Title: <u>MATE 3</u>		Chief Position: <u>No</u>
Job Key: <u>21002158</u>	Drug Reg Code: <u>E - TOWBOATS</u>		PSM Code: <u>1-No</u>
Grade: <u>3</u>	TIO/PIO: <input type="checkbox"/>	Base Pay: <u>\$37,210/yr</u>	% increase: _____ Work Sched: <u>Marine</u>
Org Unit #: <u>50314478</u>	Org Title: <u>Mar Oper-Garyville Fleet</u>		Cost Center: _____
Pers Area: <u>A296</u>	Pers Subarea: <u>1200</u>	Location: <u>Garyville, LA</u>	
Empl Group: <u>Regular</u>	Empl Sub Group: <u>Salary Exempt FT</u>	Pers Admin: <u>T8</u>	
Create Vacancy for Current Position: <u>No</u>	Recruiting Area: <u>195</u>	Delimit Current Position: <u>No</u>	

Comments: Upgrade from Engr Deckhand #2 to Mate #3

Prepared by: <u>Kathy Weaver</u>	Date: <u>10/01/2008</u>
Manager Review (Optional): <u>Per Upgrade Request form</u>	Date: <u>  /  /  </u>
Additional Review (Optional): _____	Date: <u>  /  /  </u>
Additional Review (Optional): _____	Date: <u>  /  /  </u>
Additional Review (Optional): _____	Date: <u>  /  /  </u>
HR Review: <u>Ron Barnette (See Attached)</u>	Date: <u>  /  /  </u>



## POSITION / PAY CHANGE

Jm

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Personnel # <u>372052</u>	First Name: <u>Gary</u> MI: _____ Last Name: <u>Adams</u>		
<input type="checkbox"/> Previous Employee/Non Employee			
<input type="checkbox"/> Check box if employee needs to retain current SAP security (roles other than LCSS) Date current SAP access should be removed: <u>/ /</u>			
Effective Date: <u>09/21/2009</u>	Select a reason: <u>Demotion</u>		Temp Asgmt End Date: <u>/ /</u>
Position #: <u>50354645</u>	Position Title: <u>Deckhand Number 1</u>		Chief Position: <u>No</u>
Job Key: <u>21002104</u>	Drug Reg Code: <u>E - TOWBOATS</u>		Work Sched: <u>Marine</u>
Grade: <u>1</u>	TIO/PIO: <input type="checkbox"/>	Base Pay: <u>\$34,740/yr</u>	% increase: _____ Cost Center:
Org Unit #: <u>10002607</u>	Org Title: <u>Mar Ops-Crew Fleet</u>		IT 27 Cost Center:
Pers Area: <u>C171</u>	Pers Subarea: <u>1200</u>	Location: <u>Catlettsburg, KY</u>	<input type="checkbox"/> Upstream Petrotech <input type="checkbox"/> Downstream Petrotech
Empl Group: <u>Regular</u>	Empl Sub Group: <u>Salary Exempt FT</u>		Pers Admin: <u>T8</u>
Create Vacancy for Current Position: <u>No</u>	Recruiting Area: <u>195</u>		Delimit Current Position: <u>No</u>

Comments: Developmental reassignment.

Prepared by: <u>Kathy Weaver</u>	Date: <u>09/18/2009</u>
Manager Review (Optional): <u>Dave Earl</u>	Date: <u>/ /</u>
Additional Review (Optional): <u>Theresa Rufus (See Attached)</u>	Date: <u>/ /</u>
Additional Review (Optional): <u>Peter Evans (See Attached)</u>	Date: <u>/ /</u>
Additional Review (Optional): _____	Date: <u>/ /</u>
HR Review: <u>Chet Smith (See Attached)</u>	Date: <u>/ /</u>

## POSITION / PAY CHANGE

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Personnel # <b>372052</b>	First Name: <b>Gary</b> MI: _____ Last Name: <b>Adams</b>		
<input type="checkbox"/> Previous Employee/Non Employee			
<input type="checkbox"/> Check box if employee needs to retain current SAP security (roles other than LCSS) Date current SAP access should be removed: <u>  /  /  </u>			
Effective Date: <b>09/21/2009</b>	Select a reason: <b>Demotion</b>		Temp Asgmt End Date: <u>  /  /  </u>
Position #: <b>50354645</b>	Position Title: <b>Deckhand Number 1</b>		Chief Position: <b>No</b>
Job Key: <b>21002104</b>	Drug Reg Code: <b>E - TOWBOATS</b>		Work Sched: <b>Marine</b>
Grade: <b>1</b>	TIO/PIO: <input type="checkbox"/>	Base Pay: <b>\$34,740/yr</b>	% increase: _____ Cost Center:
Org Unit #: <b>10002607</b>	Org Title: <b>Mar Ops-Crew Fleet</b>		IT 27 Cost Center:
Pers Area: <b>C171</b>	Pers Subarea: <b>1200</b>	Location: <b>Catlettsburg, KY</b>	<input type="checkbox"/> Upstream Petrotech <input type="checkbox"/> Downstream Petrotech
Empl Group: <b>Regular</b>	Empl Sub Group: <b>Salary Exempt FT</b>		Pers Admin: <b>T8</b>
Create Vacancy for Current Position: <b>No</b>	Recruiting Area: <b>195</b>		Delimit Current Position: <b>No</b>

Comments: Developmental reassignment.

Prepared by: <b>Kathy Weaver</b>	Date: <b>09/18/2009</b>
Manager Review (Optional): <b>Dave Earl</b>	Date: <u>  /  /  </u>
Additional Review (Optional): <b>Theresa Rufus (See Attached)</b>	Date: <u>  /  /  </u>
Additional Review (Optional): <b>Peter Evans (See Attached)</b>	Date: <u>  /  /  </u>
Additional Review (Optional): _____	Date: <u>  /  /  </u>
HR Review: <b>Chet Smith (See Attached)</b>	Date: <u>  /  /  </u>